

Executive Team Meeting Notes
November 30, 2020 | 9:30-11:00 am | Video Conference

Purpose Statement: *The Executive Team will meet and create a supportive environment in which to exchange information, solve problems, coordinate efforts, and create improvements that will benefit the college.*

Members:

Dr. Susan J. Wolff, CEO/Dean	Ms. Lorene Jaynes, Chief of Staff
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Ms. Carmen Roberts, Executive Director of Operations
Dr. Leanne Frost, Executive Director of Instruction	Mr. Scott Thompson, Director of Communications & Marketing

Guests:

Mr. Larry Vaccaro, Internal Academic Program Review Committee Chair	Ms. Eleazar Ortega, Research Analyst
	Ms. Jeri Pullum, Special Projects Coordinator

Guests

1. Internal Academic Program Review	Presenter: <i>Mr. Vaccaro</i>	ET Lead:
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Mr. Vaccaro shared the results of the Internal Academic Program Review Committee’s work this year. Three programs were reviewed and recommended for continuation with sustained performance. *See attachment 1.*

Noted for the accounting program: several working in this field are coming up on retirement age, many employers accept our AAS degree as experience, and many of the students are part time. Mr. Vaccaro provided follow-up information regarding average time to degree completion. The program director estimated three-four years for part-time students to complete – currently about 30% of those in the program. As of now, about 70% of the students are traditional and may be closer to two years to degree completion.

2. Second 8-Week Data	Presenter: <i>Ms. Ortega</i>	ET Lead:
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Ms. Ortega shared some data showing the impact of allowing students to register late for the second 8-week block. It was noted the difference in the numbers for high school students listed at census and in October are most likely those taking our courses rather than those taking the concurrent courses at the high schools. Ms. Roberts shared that OCHE uses end of term data for budget purposes. *See attachment 2.*

3. H-1B Grant Information	Presenter: <i>Ms. Pullum</i>	ET Lead:
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Working with OCHE, Missoula College applied for an H-1B grant for \$4.875 million dollars of which Great Falls College has agreed to participate. There are no subgrantees listed on the grant, so we will not receive any funds.

Provided the grant is awarded, the three goals of the grant work plan are:

1. Create sector partnerships
 - a. The Montana DLI is also involved in this application
2. IT-Cyber Security training opportunities
 - a. This goal will have the most impact on us and may involve Lifelong Learning
 - b. Funding for some faculty support
3. Workforce Navigators (6-unsure where they will be located), apprenticeships and internships
 - a. This is similar to the Rev Up model, which was successful

Standing Items

1. Healthy Campus Task Force	Presenter: <i>Dr. Frost</i>	ET Lead: <i>Dr. Frost</i>
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Dr. Frost will be working on updating the system-wide and campus plans to add communication tools that have been developed during the fall semester. The weekly updates will not be sent during December and will continue in January.

2. COVID Calls	Presenter: <i>Ms. Bonilla</i>	ET Lead: <i>Ms. Bonilla</i>
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The calls have been reduced to three times a week.

3. CARES Act Student Emergency Funding	Presenter: <i>Ms. Bonilla</i>	ET Lead: <i>Ms. Bonilla</i>
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As of Monday, 518 students have received approximately \$430,000 to assist with expenditures related to COVID-19. All of the student funds have been distributed. We are still receiving some student requests and can use CARES Act Institutional funds.

4. CARES Act Institutional Funding Distribution	Presenter: Ms. Roberts	ET Lead: Ms. Roberts
The MUS has received \$10,000,000 to add exterior locks to doors on campuses. Great Falls College will receive \$100,000, which must be spent by the end of December. In terms of campus safety and security this is a huge benefit to be able to have a single point of access from which we can lock all exterior doors on all campus buildings.		

5. Campus Morale Planning	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
Secret Santa fun is taking place in December.		

Agenda

1. State of Montana Computer Internships	Presenter: Dr. Frost	ET Lead: Dr. Frost
Two cybersecurity program students will be participating in an internship with the State Information Technology Services Division during first block of spring semester, and potentially two more will participate in the second block. The students will be in Helena for the first two weeks of the internship and then be virtual as much as possible. Dr. Frost also noted we will be graduating our first class of cybersecurity students in May 2021.		



IAPRC Self-Studies Recommendations


HEALTH INFORMATION CODING SPECIALIST—CERTIFICATE OF APPLIED SCIENCE

HEALTH INFORMATION TECHNOLOGY—ASSOCIATE OF APPLIED SCIENCE

ACCOUNTING ASSOCIATE OF APPLIED SCIENCE DEGREE



Sequence of Events

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- ▶ Review IAPRC Recommendations:
 - ▶ Health Information Coding Specialist—Certificate of Applied Science
 - ▶ Health Information Technology—Associate of Applied Science
 - ▶ Accounting—Associate of Applied Science

Health Information Coding Specialist—CAS

- ▶ Recommendation:
 - ▶ Continue with expectation for sustained performance
- ▶ Rationale:
 - ▶ Degrees: 7, middle 20%
 - ▶ Retention: 80%, middle 20%
 - ▶ Wages: \$33,985, top 40%
 - ▶ Job openings: 78.5, middle 20%
 - ▶ FTE: 19.4, top 40%
 - ▶ Financial impact per FTE: \$5,522, top 20%
 - ▶ TOTAL PROGRAM SCORE: 65, middle 20%

Health Information Technology—Associate of Applied Science

- ▶ Recommendation:
 - ▶ Continue with expectation for sustained performance
 - ▶ Due to the value of CAHIM accreditation, the committee recommends that the College continues to support the HIT accreditation requirement for two full-time faculty members. (Currently met by HIT and HIC Program Directors)
- ▶ Rationale:
 - ▶ Degrees: 14, top 40%
 - ▶ Retention: 82%, top 40%
 - ▶ Wages: \$36,830, top 40%
 - ▶ Job openings: 78.5, middle 20%
 - ▶ FTE: 33.6, top 40%
 - ▶ Financial impact per FTE: \$5,522, top 20%
 - ▶ TOTAL PROGRAM SCORE: 77, top 20%

Accounting Associate of Applied Science

- ▶ Recommendation:
 - ▶ Program approved for continuation with expectation for sustained performance
 - ▶ The committee recommends that the Program Director develop a plan to meet future community needs for graduates caused by anticipated workforce retirements
- ▶ Rationale:
 - ▶ Degrees: 15, top 40%
 - ▶ Retention: 74.1%, middle 20%
 - ▶ Wages: \$30,820, middle 20%
 - ▶ Job openings: 1,058, top 20%
 - ▶ FTE: 40.2, top 20%
 - ▶ Financial impact per FTE: \$7,806, top 20%
 - ▶ TOTAL PROGRAM SCORE: 72, top 20%

Weighted Criteria

Category	Approved Weight
Projected job openings/Job openings (AAS/CAS/CTS) OR Transfer rate (AA/AS/General Education Certificate)	10
Median wages for graduates employed all four quarters	15
Degrees/certificates production	30
Retention	30
Annual FTE	10
Financial Impact per FTE (Revenue minus Cost)/FTE	5

Coming Up

- ▶ Brief ET on Recommendations and Rationale
- ▶ NLT 31 December: CAO notifies Program Directors and Division Directors of Program recommendation decisions
- ▶ January: Approved Program recommendations to CPBAC as Information item
- ▶ January: Schedule information briefing with Faculty Senate
- ▶ Friday | February 5, 2021 | 1:00 – 3:00 | via Webex | Final Meeting
- ▶ February: NLT 15 Feb brief Faculty Senate on approved Program recommendations

202070 Second 8-Week Report

Applications (as of October 16, 2020)

Applications were accepted beginning 8/24/2020 for the second 8-weeks. A total of 242 of these applications were received, and 203 of these applicants were enrolled in courses as of 10-16-2020. Some of these applicants enrolled by census date, so their enrollment was included in the census data.

Applicant Type	Number of Applicants on/after 8-24-2020	Enrolled in Second 8-Weeks as of 10-16-2020
New	23	8
Readmit	17	7
High School	184	180
Transfer	18	8

Enrollment

	Headcount	FTE
Fall 2020 Census	1,157	729.8
Fall 2020 as of 11-09-2020	1,219	742

Since census date, 8 students who were enrolled were no longer enrolled as of 11-09-2020 (courses removed from transcript) and 70 students who were not enrolled as of census were enrolled as of 11-09-2020.

Student Type	Fall 2020 Census		Fall 2020 as of 11-09-2020		Difference between census and 11-09-2020	
	FTE	HC	FTE	HC	FTE	HC
New	136.7	170	138.9	182	+2.2	+12
Continuing	338.9	464	335.9	468	-3.0	+4
Readmit	59.7	90	63.5	104	+3.8	+14
High School	115.5	316	124.0	341	+8.5	+25
Transfer	78.9	117	80.0	124	+1.1	+7
Grand Total	729.8	1,157	742.3	1,219		

Enrollment as of census includes any student who was enrolled in any 16-week, first 8-week, second 8-week, or other part of term course as of census date.